



## COMMUNITY FUNDING REQUESTS EVALUATION GUIDELINES

### EVALUATION CRITERIA:

1. Operating Budget Impact – Will this project cost the City anything in the future?
  - 0 pts – City funding will be required in the future to help manage or maintain what results from this project
  - 3 pts – A very small amount of City funds may be needed in the future for maintenance and/or operations
  - 5 pts – No City dollars will be needed in the future for maintenance and/or operations; financial benefits are expected to outweigh costs
2. Impact to City Staff and/or Facilities – How will the project affect City property and staffing resources during or after the project?
  - 0 pts – Project requires new infrastructure and support from the City or considerable staff time will be required now or in the future to help manage or maintain what results from this project
  - 3 pts – Very limited City staff time required to help manage or maintain what results from this project
  - 5 pts – No City staff time is needed or requested for future maintenance and/or operations; project has no negative impact on the City's current infrastructure or properties
3. Future Dependence on the City – Is this a one-time project or an on-going activity or program?
  - 0 pts – This is a program for which funds need to be raised annually
  - 3 pts – This is a new or continuing program but other sources of funding are secure and the City will not likely be asked for annual support
  - 5 pts – This is a one-time project (or event)
4. Quality of Life Benefits for the Community – How many people benefit and is the project aligned with other City priorities?
  - 0 pt – No easily identified benefit to many citizens
  - 3 pts – Project will positively impact one or two groups of citizens, including the under-served, and has broad public support
  - 5 pts – Project will positively impact a significant portion of the community, has broad support of citizens and is in alignment with the City's Comprehensive Plan, Parks Master Plan or other council approved guiding documents
5. Feasibility & Implementation Risk – Are there significant obstacles or unknown factors that may prevent the project from being completed as proposed?
  - 0 pt – Requesting entity has not completed a feasibility analysis, has budgetary constraints and/or timing issues that jeopardize the project's successful completion
  - 3 pts – Slight possibility of timing issues or other delays, but project seems reasonably well planned and feasible
  - 5 pts – Project is thoroughly vetted and is expected to be completed on time and on budget and will meet the stated need
6. Implication of Reduced or Delayed Funding for the Project – What happens if the City awards partial funding or delays the funding until the following year?
  - 0 pt – Deferring the funding will not eliminate the opportunity altogether (such as a date specific project, matching grant funds, etc.) or create a noticeable disruption of any services
  - 3 pts – Deferring the funding will result in a disruption to community services / benefits, and it will be more difficult or costly to complete the project at a later date
  - 5 pts – Deferring the funding will cause a noticeable disruption to an established program within the community and / or will terminate the opportunity to complete the proposed project